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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Staff Notes

FROM: Policy and Plans Staff	EXTENSION	NO.
		DATE 16 June 1986

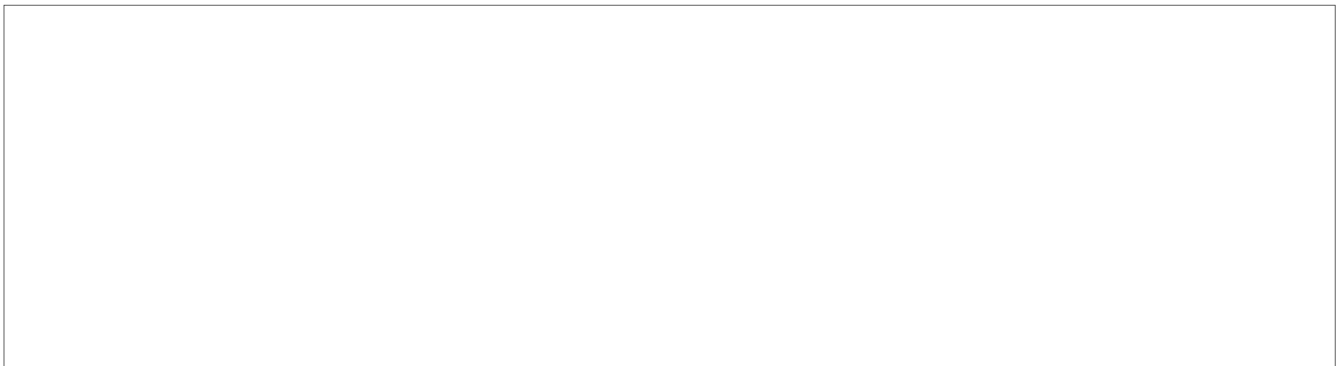| TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. C/POL BR	6/17		ℬ	
2. C/PPS (bmg)				
3. EO	6/18	18 June		
4. Registry	6-20		MM	
5.				
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2. OS RECRUITMENT INITIATIVES

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[   ] has met with senior Office of Personnel managers
who are responsible for recruitment. OS is far behind the

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power curve in recruitment of personnel. [   ] has become
convinced that due to the demand for additional personnel, OS
will not be able to meet our present targets using the existing
recruitment system. OS will put some of its energies into
developing a more aggressive recruiting program and will use

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annuitants to help us with those efforts. [   ]

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3. POLYGRAPH MOVE [   ]

A portion of the Polygraph Division is scheduled to move

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soon to its new quarters in [   ]

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[   ] Virginia. It is hoped that
examiners will begin to process applicants there on Monday,

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23 June. [   ] visited the new facility last week and
commented that conditions there are much improved over the
overcrowded Headquarters accommodations; polygraph examiners
now have a work environment which they have long needed.

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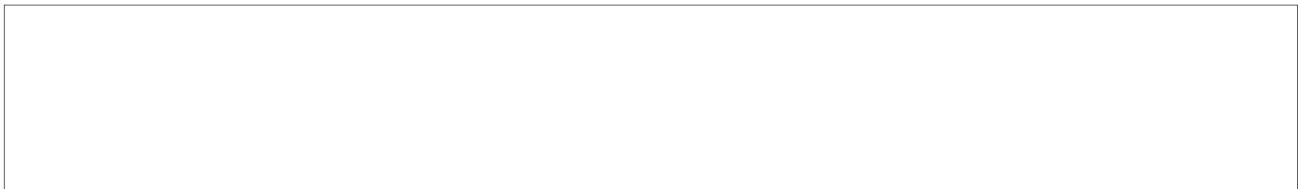
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Reinvestigation processing will be done out of the present polygraph space in the Headquarters building. Part of the challenge of this move will be to manage a split operation of the Polygraph Division, something that OS has never done before.

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4. OS BRIEFING TO THE DCI EXECUTIVE COMMITTEE

On 20 June, the Director of Security and the Deputy Directors for Physical and Technical Security and Personnel Security will brief the DCI Executive Committee on the FY 1988 and FY 1989 budget initiatives for the Office of Security. It is a challenge to achieve growth in an environment which stresses cut backs. The Executive Director of the Agency has said, nonetheless, that Security is the number one priority in the Agency's budget. Some of the issues which will be addressed are: the building of the Technical Security Program,

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for which there are currently no provisions in the Agency's budget, and the revitalization of

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the reinvestigation program.

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6. RECRUITMENT FOR GENERALISTS IN TECHNICAL SECURITY

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announced that vacancy notices are currently being issued for security generalist positions for the Physical and Technical Security Directorates. While the need continues for generalists in the Physical Security side of the house, DD/PTS is conducting a recruitment drive to acquire generalists in the Technical Security side of the house as well. The need for generalists exists in these basic areas:

° Staff officers to work in the front office and to plan and execute a complex physical and technical security program,

° Industrial Security Officers to deal with the ever increasing contracting schedule,

° Analysts to research and assemble all the facts of both the physical and technical security threats at home and abroad. The Analysis Division will be moved to a facility

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located [ ] in August 1986.

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° Generalists to help organize technical security operations at home and abroad,

° Generalists for the physical and computer security disciplines continue to be in demand to reshape and build new programs in these security arenas.

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encouraged those who are interested to stay posted to the "want ads" since some of the vacancy notices are already in circulation and others will be issued in the near future. DD/PTS has the full support of the D/S and the Career Board for these good, strong, career enhancing assignments and encourages those who are interested to come and talk with PTS
25X1 representatives about these career opportunities.

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8. SENIOR INTERAGENCY GROUP INTELLIGENCE (SIG-I)

DD/PTS has been working with senior members of the Intelligence Community who are involved in the reorganization of the SIG-I into three groups: the Interagency Group for Counterintelligence (IG/CI), the Interagency Group/Countermeasures for Technical Security (IG/CM(T), and the Interagency Group/Countermeasures for Personnel, Physical and Information Security (IG/CM(P). Don Latham, the Assistant
25X1 Secretary of Defense/C3I, will chair the IG/CM(T) and
will chair one of the committees under IG/CM(T), the Technical
25X1 Security Countermeasures Committee.

9. NEW PERSONNEL SECURITY RESEARCH PANEL

DD/PS announced the creation of the new Personnel Security Research Panel which will be chaired by DD/PS. Membership will consist of representatives from OS as well as senior officers from the Office of Medical Services, the Office of Personnel

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and the Office of Research and Development. It will be a continuing body whose job will be to identify what, as an Agency, we need to do in terms of research or change in this area. [   ] who will be the Chief of the Research and Analysis Staff for OS will also serve as the executive secretary of this new panel. The panel will convene next week to hear a presentation from a company that conducts personnel security risk analyses. [   ]

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11. RECRUITMENT OF SECURITY PROTECTIVE OFFICERS

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[   ] C/CG, announced, with cautious optimism, that there are currently 45 candidates for the Security Protective Service who have successfully completed the polygraph interview and are awaiting completion of the background investigation and processing by the Office of Medical Services. This is a critical category of applicants and [   ] reminded [   ] that the short deadlines in processing these cases will have to be met. [   ] added that the Office of Personnel has listed five recruitment priorities: Security Protective Officers, Finance Officers, Communications Officers, DDO Career Trainees and Clerical Employees. [   ]

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12. INSPECTOR GENERAL'S REPORT ON THE POLYGRAPH PROGRAM

Polygraph Division is busy preparing the bulk of the responses to the first draft of the IG report on the polygraph. [   ] also noted that they are intensifying their efforts to recruit 24 polygraph examiners for the September class. [   ]

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14. SECRETARIAL BANDING PROGRAM

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According to [   ] this is the final day for implementation of the secretarial banding program. A video tape explaining the program has been sent out to the field.

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OS/OP personnel plan to visit [   ] in the near future to further explain the program and answer any

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questions. [   ]

15. NEW RECORDS MANAGEMENT OFFICER

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[   ] has joined the Office of Security as the new Records Management Officer, effective 27 May 1986.

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[   ] joins OS as an MI careerist of the Office of Information Services (OIS) and was previously assigned to the

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Information Privacy Division, OIS.

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[   ]

16. FBI TRAINING FOR SECURITY PROTECTIVE OFFICERS

Security Education Staff has arranged for the Federal Bureau of Investigation (FBI) to conduct a four day familiarization course for Security Protective Officers on phone emergency procedures and hostage negotiations. The FBI

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has been very cooperative with OS in our training needs. [   ]

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[   ]

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18. Quality Step Increase [   ]

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[   ] has received a Quality Step Increase in recognition of his sustained superior performance while assigned to the Security Support Division.

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[   ] has received a Quality Step Increase in recognition of her sustained superior performance while assigned to the Security Records Division.

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23. <u>Position Available</u>

From time to time the Office of Security is advised of
employment opportunities in private industry and this data
is normally posted on a bulletin board in our Personnel
Management Staff as being of possible interest to
individuals eligible for or thinking of retirement. The
suggestion has been made that this information be made
accessible to our officers in the field, and it is being

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Contractor Security position in Rosslyn with TASC; salary
range - $30,000. Another Corporate Security Officer
position with TASC in Reading, Massachusetts; salary range
- $50,000. Point of contact: Ed Cahill, 703-734-4100.

Program Security Officer with Lawrence Livermore
Laboratories; salary range - $45,000 - $50,000. Point of
contact: John S. Hunt, Dept. Head, Safeguards and
Security, P.O. Box 808, L-503, Lawrence Livermore Labs.,
Livermore, CA 94550

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